

Minimum requirements for permit application submittals

Plans - Minimum of three sets of drawings for residential and four sets for commercial.

Windows and doors – house or site plan showing location of windows and doors. NOA's plus Design Pressures for building location of windows or doors.

NOA's – required for roofing, skylights, shutters, doors and windows (minimum two sets).

Fence – survey with area of fence highlighted (2 copies minimum). Fence height and solid or open.

Additions, accessory structures, propane gas pads, AC pads – site plan indicating area of work and setbacks from property lines, plus detail of structure (plans for additions, and accessory structures, - cross section drawing of concrete and AC pads, - showing steel, tie down bolts, etc.).

Pools – Keys Energy approved and stamped drawing, certification of child protective system (pool net, alarms, fence, etc.). Site plan and engineered drawing of pool structure and plumbing.

Interior renovations – (kitchen cabinets, drywall work, tile, bathroom renovations, petitions, stairways) – floor plan showing area of work. Engineered plans if structural work is being done.

Exterior renovations – (siding, additions, piers, railings, doors and windows) – need site plan or survey showing area of work. HARC permit. Engineering drawings for structural work such as additions.

Hardscapes – (walkways, pavers, decks, etc.) – Site plan and or survey showing existing and proposed hardscape and structures.

Signs – hanging signs over city sidewalks/right-of-ways require “revocable license agreement”.